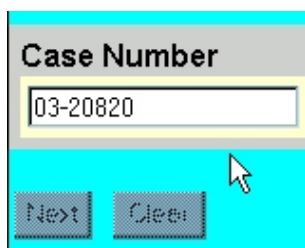


Debtor's Notice of Conversion to Chapter 7 (see also **Convert** by Motion)

STEP 1 Select **Bankruptcy** from the **Main Menu**, then click on **Notices** from the **Bankruptcy Events** menu.

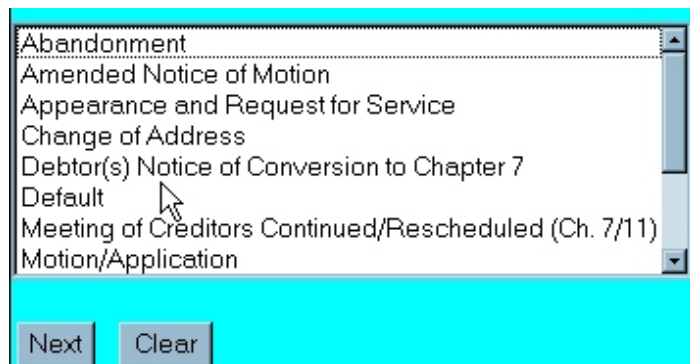


STEP 2 The **Case Number** screen displays.



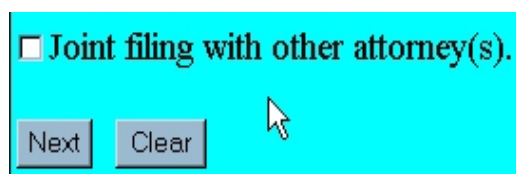
- ◆ Enter a **Case Number** and click on the **Next** button.

STEP 3 The **Select the Type of Notice** screen displays.



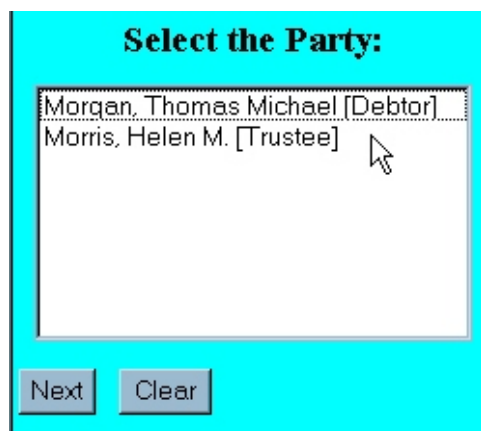
- ◆ Using up and down arrows to right of box, scroll the options to find and highlight type of notice being filed (**Debtor's Notice of Conversion to Chapter 7**).
- ◆ If more than one type of notice is being filed, click on one notice while holding down the **[Ctrl]** key on your keyboard and click on each additional type of notice.
- ◆ Click on the **Next** button.

STEP 4 The **Joint filing with other attorney(s)** screen displays.



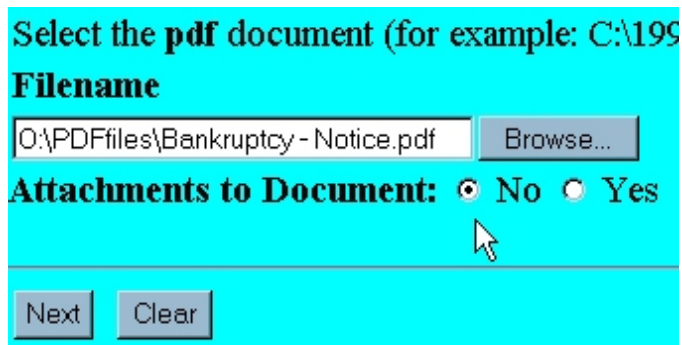
- ◆ Click in the box to add any additional attorneys.
- ◆ Click on the **Next** button.

STEP 5 The **Select the Party:** screen displays.



- ◆ Select the debtor(s) name(s). If more than one name is being selected, click on one name and, while holding down the **[Ctrl]** key on your keyboard, click on the second name.
- ◆ Click on the **Next** button.

STEP 6 The **Select the pdf document** screen displays.



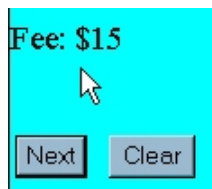
- ◆ Type the path and file name in the blank box, or
- ◆ Click on the **Browse** button to navigate to the appropriate directory and file.

STEP 7 The **Certificate of Service** screen displays.



- ◆ Type a lowercase 'y' if a certificate of service is attached to the document or type a lowercase 'n' if there is no certificate of service.
- ◆ Click on the **Next** button.

STEP 8 The **Fee** screen displays showing the fee that will be charged to your Credit Card.



- ◆ Click **Next** to continue.

STEP 9 A **Case Verification** screen displays. Verify that you are working in the correct case, then click on the **Next** button.



STEP 10 The **Docket Text: Final Text** screen displays.



- ◆ Verify the Final Docket text. If correct, click **Next**.
- ◆ If the Final Docket text is incorrect, you must click on your Browser's **Back** button to correct your entries.
- ◆ To abort or restart the transaction, click on the **Bankruptcy** hyperlink on the **Menu Bar**.

STEP 11 A **Summary of Current Charges:** screen displays.

Summary of current charges:

Date Incurred	Description	Amount
2003-12-08 13:51:24	Complaint(2:03-bk-20780) [cmp,cmp] (150.00)	\$ 150.00
2004-01-27 12:05:43	Voluntary Petition (Chapter 7)(2:04-bk-20060) [misc,volp7aty] (209.00)	\$ 209.00
2004-01-30 13:47:26	Amended Schedules/Statements(2:03-bk-20839) [misc,amdsch] (26.00)	\$ 26.00
2004-02-25 11:00:01	Motion to Abandon(2:03-bk-20839) [motion,mabn] (150.00)	\$ 150.00
2004-02-27 11:46:15	Debtor(s) Notice of Conversion to Chapter 7(2:03-bk-20820) [notice,dbntccnv] (15.00)	\$ 15.00
		Total: \$ 550.00

Pay Now Continue Filing

- ◆ Clicking on **Pay Now** will generate the charge to your account as a single charge to your account.
- ◆ Clicking on **Continue Filing** will tally your charges to allow you to make a single charge for multiple filings.

STEP 12 The **Notice of Electronic Filing** screen will display showing the essential data for this filing. Scroll down to view the entire receipt.

Notice of Electronic Filing

The following transaction was received from Bailey, G. J. entered on 2/27/2004 at 11:46 AM EST and filed on 2/27/2004

Case Name: Thomas Michael Morgan

Case Number: [2:03-bk-20820](#)

Document Number: [4](#)

Docket Text:
Notice by Debtor Thomas Michael Morgan of Voluntary Conversion of Case from Chapter 13 to Chapter 7 with Certificate of Service.
Fee Paid \$15,. (Bailey, G.)

The following document(s) are associated with this transaction:

Document description:Main Document
Original filename:O:\PDFfiles\Bankruptcy - Notice.pdf
Electronic document Stamp:
[STAMP bkecfStamp_ID=1019576470 [Date=2/27/2004] [FileNumber=12017-0]
[9df681c796c1df71777f34e3121744b7c84a7655e5e9b6e337cab61146d2948431168
f1ee248ec1c393b959d2045d0ca5a3998a37229cfa3bd3b46522b964caf]]

2:03-bk-20820 Notice will be electronically mailed to:

2:03-bk-20820 Notice will not be electronically mailed to:

Helen M. Morris
P.O. BOX 8535
South Charleston, WV 25303